



TRAINING OBJECTIVES PHASE 3-FARGO

Week 1 – Fargo Dispatch

During the first week of Phase III training the trainee is assigned to the Fargo police dispatch console (console 5) with a CTO. The trainee will remain at the dispatch console with the CTO for the first 4 weeks of Phase III training. The first week encompasses 4-5 days of training, however the first day will be a “Limbo” day in which the trainee will not be evaluated.

Tasks to Learn:

New World CAD system: The trainee shall become familiar with and demonstrate knowledge of the New World system functions and options as they relate to the dispatch position.

Material to be Reviewed:

Review radio console: General review of radio equipment and channels relating to the dispatch position.

Review phonetic alphabet

Review commonly used 10 codes

Review use of 24 hour time

Worksheets:

Command Line Worksheet

Fargo Beats 1

Fargo Beats 2

Fargo Beats 3

Objectives to be met:

The following is a list of objectives to be met by the trainee during their Phase III training on Console 5. It is the responsibility of the C.T.O. to insure that each objective is discussed and reviewed in the training process. It is the responsibility of the trainee to meet these objectives in the time frame outlined here. More than anything else this list is to serve as an outline of the performance expected from each trainee at various stages of the training process.

Copy information received from field units.

Demonstrate working knowledge of the phonetic alphabet.

Demonstrate working knowledge of 10-codes and other commonly used codes.

Demonstrate working knowledge of the radio console and its functions.

Demonstrate working knowledge of the State Teletype System.

Demonstrate working knowledge of the New World CAD system and its functions and options.

Demonstrate working knowledge and use of 24 hour time.

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Week 2 – Fargo Dispatch

During the second week of Phase III training the trainee is assigned to the dispatch console (console 5) with a CTO.

Tasks to Learn:

Teletype duties related to the dispatch position
Squad status checks and silent dispatching.
Proper utilization of available field resources.
Incident types
Discuss NCIC entries, modifications, and clears

Material to be Reviewed:

Review beat boundaries.
Review of material from week 1.

Worksheets and training videos:

Dispatch Training Video
Dispatch Prioritizing
Phase III Search Worksheet

Objectives to be met:

Accurately copy and record information and requests from field units.
Demonstrate knowledge/ability to enter appropriate CAD information relating to incidents and unit updates.
Demonstrate a working knowledge of message sending/area broadcasts using both MDC's and radio.
Demonstrate knowledge/ability to locate and utilize resource materials/sources that are available.
Demonstrate knowledge/ability to enter/retrieve information from the New World CAD system using the correct options.
Demonstrate knowledge/ability to correctly enter/update/review an impound using the New World CAD system.
Demonstrate knowledge/ability to correctly retrieve/broadcast information from the State Teletype System either at the request of field units or as related to incidents with a high regard for officer safety issues.
Demonstrate knowledge/ability to properly utilize available field resources.
Demonstrate ability to multi-task.

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Week 3 – Fargo Dispatch

During the third week of Phase III training the trainee is assigned to the dispatch console (console 5) with a CTO.

Tasks to Learn:

Procedures/familiarization related to radio traffic and proper selection/utilization of field units.

Material to be Reviewed:

Review of previously covered material.

Worksheets:

Dispatch Assignment
Police Dispatching-1
Police Dispatching-2

Objectives to be met:

Accurately copy and record information and requests from field units.
Demonstrate knowledge/ability with the procedures related to radio traffic by properly monitoring and dispatching incidents.
Demonstrate ability to select/utilize proper field units to be dispatched on calls for service.
Demonstrate knowledge of sector/beat boundaries.
Process all query requests by field units in an orderly and timely manner.
Demonstrate ability to check status of field units in a timely manner.
Demonstrate ability to multi-task.

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Week 4 – Fargo Dispatch

During the fourth week of Phase III training the trainee is assigned to the dispatch console (console 5) with a CTO.

Tasks to Learn:

Unusual Occurrences Observation

It is expected that the trainee function mainly independently during the observation phase of the training process. It is expected that the trainee demonstrate the ability to do so by asking for assistance only when presented with uncommon requests or other extenuating circumstances.

Material to be Reviewed:

Review of previously covered material.

Worksheets:

Phase 3 Review

Objectives to be met:

Demonstrate ability to function at the Console 5 position, giving high regard to accuracy and officer safety issues, while utilizing all the previously listed objectives. Perform functions of Console 5 position with minimum assistance from fellow workers and supervisors.